# Environmental, Occupational Safety & Health Training

## Job Safety Training:

## The Air Force Form 55

## "ALL YOU EVER WANTED TO KNOW ABOUT THE AIR FORCE FORM 55"

# Supervisor's Responsibilities

## AFI 91-301 PARA 7.3.

**Safety, Fire Protection, and Health On-The-Job Training**

*Supervisors must provide specialized safety, fire protection, and health on-the-job training to all Air Force personnel.*

# *Supervisor's Responsibilities*

Supervisors provide training to newly assigned individuals and if there is a change in equipment, procedures, processes, or safety, fire protection, and health requirements. *Safety, Fire protection, and Health* (BE, PH, flight surgeon and (or) occupational medicine physician) officials will provide technical assistance to supervisors in developing an appropriate lesson plan for this training.

# Supervisor's Responsibilities

- Supervisors will review lesson plans annually and update whenever equipment, procedures, or the work environment change. Supervisors should review the BE baseline and the most recent annual survey report to ensure the outline is current. The training outline, as a minimum, must address mandatory items listed in attachment 5.

***Attachment 5 items will be covered later in this briefing***

# Documentation

- ***7.3.2. Documentation of Training.***

  AF Form 55 will be used to document safety, fire protection, and health training unless other specific documentation is specified elsewhere. Supervisors must maintain a training outline as specified in Attachment 5 and document dates of initial and, as required, refresher training on AF Form 55.

# Section 1 of the AF Form 55

## EMPLOYEE SAFETY AND HEALTH RECORD

The AF Form 55 will be maintained by the supervisor in the workplace. For Department of the Air Force civilian personnel, this form may be filed with AF Form 971, Supervisor's Employee Brief. For military personnel, file with any records. See AFI 91-301

| 1. NAME (Last, First, Middle Initial) GRADE | 2. SSN | 3. ORGANIZATION & OFFICE SYMBOL, AND/OR WORKPLACE IDENTIFIER |
|---|---|---|
| Lash, Snidely W. SMSgt | REQUIRED | Maine Air National Guard/ Bangor IAP, Maine 04401 |
| **4. OCCUPATIONAL SERIES OR PRIMARY AFSC** | **5. DUTY TITLE** | |
| Series GS-018-11 AFSC: 1S031 | Occupational Safety and Health Manager | |

**6. HAZARDS ASSOCIATED WITH PRESENT JOB OR TASKS AND WORK AREAS** (*NOISE, ELECTRICAL SHOCK, RADIATION, HAZARDOUS MATERIALS ETC.*)

Here you give a general, but concise overview of the hazards associated with the job and the workplace. More specific information is detailed on your "WORKPLACE SPECIFIC" AF Form 55 Briefing / Lesson Plan

**7. OCCUPATIONAL HEALTH MEDICAL EXAMINATION (OHME) REQUIRED**

Here you detail any specific "OHME" required by the employee's position I.e. Annual Audiogram, Blood-Gas Testa and any other specific OHME determined by the Medical Squadron's Aero-Medical Council and the reasons for the OHME

Insert your office symbol or location here

# *MANDATORY ITEMS*

# *( 1 through 8 )*

**I MANDATORY ITEMS (To be briefed to all personnel, as applicable )**

| |
|---|
| ***1. HAZARDS OF THE JOB OR TASKS, AND SAFETY PROCEDURES TO BEFOLLOWED*** *(See Item 6)* |
| ***2. HAZARDS OF THE WORK AREA*** *(See Item 6 )* |
| ***3. OSH STANDARDS THAT APPLY TO JOB AND WORKPLACE*** |
| ***4. PERSONAL PROTECTIVE EQUIPMENT THEY WILL NEED AND HOW, WHEN, AND WHERE TO USE IT ( To be entered in sections II & III of this form )*** |
| ***5. LOCATION AND USE OF EMERGENCY AND FIRE PROTECTION EQUIPMENT*** |
| ***6. EMERGENCY PROCEDURES THAT APPLY TO THEIR JOB AND WORKPLACE*** |
| ***7. REPORTING UNSAFE EQUIPMENT, CONDITIONS OR PROCEDURES TO SUPERVISOR IMMEDIATELY*** |
| ***8. LOCATION, SUBMITTING PROCEDURES, AND PURPOSE OF AF FORM 457 USAF HAZARD REPORT (SEE AFI 91 - 202 )*** |

# *MANDATORY ITEMS*

# *( 9 through 16 )*

**I MANDATORY ITEMS (To be briefed to all personnel, as applicable )**

**( Continued )**

| |
|---|
| ***10. EMERGENCY TELEPHONE NUMBERS*** |
| ***11. LOCATION AND REQUIRED REVIEW OF SAFETY BULLETIN BOARDS AF VISUAL AID 91 - 307*** |
| ***12. LOCATION OF MEDICAL FACILITIES AND PROCEDURES FOR OBTAINING TREATMENT*** |
| ***13. REQUIREMENTS FOR DOCUMENTATION AND NOTIFICATION OF ON THE JOB INJURIES OR ILLNESS*** |
| ***14. PURPOSE AND FUNCTION OF AF FORM 1118, NOTICE OF HAZARD*** |
| ***15. INDIVIDUAL RESPONSIBILITIES FOR ENSURING OWN SAFETY*** |
| ***16. REQUIRED USE OF SAFETY BELTS*** |
| |

# *MANDATORY ITEMS*
# *( 17 through 24 )*

**I MANDATORY ITEMS (To be briefed to all personnel, as applicable )**

***18. AIR FORCE HAZARD COMMUNICATION PROGRAM REQUIREMENTS ( AFOSH STD 161 - 21 ( 48 - 21 ) 1910 . 1200)***

***19. CONFINED SPACE PROGRAM REQUIREMENTS, IF REQUIRED ( AFOSH STANDARD. 91 - 25 )***

***20. MANUAL LIFTING GUIDANCE ( AFOSH STANDARD 91 - 46 )***

***21. JEWELRY SAFETY ( AFOSH STANDARD 91 - 66 )***

***22. POTENTIAL HAZARDS ASSOCIATED WITH THE SURROUNDING LOCAL AREA (if traveling off base)***

***23. OTHER (LIST IN REMARKS OR CONTINUATION SHEET)***

***This is where you add ORM training. It is a requirement in the reg but didn't make it to the form.***

# Section II: PPE Issued

## AFOSH STD. 91 - 31 (PPE) states:

**1.2.2. Training. Training must include:**

**1.2.2.1. When PPE is necessary;**

**1.2.2.2. What PPE is necessary;**

**1.2.2.3. How to don, take off, adjust, and wear PPE;**

**1.2.2.4. Limitations of PPE;**

**1.2.2.5. Care, maintenance, useful life, and disposal of PPE; and**

**1.2.2.6. An opportunity for each employee to demonstrate understanding of**

**training and ability to use PPE properly**

***(hands-on training prior to work).***

# Section II: PPE Issued

**1.2.2.2. Supervisor must verify affected employees have received and**

**understand required training through written certification that**

**contains:**

**1.2.2.2.1. Name of each employee trained;**

**1.2.2.2.2. Dates of training; and**

**1.2.2.2.3. Subject of certification.**

***OSHA requires Manufacturer, Model, & Size to be listed by individual employee***

# Section II: PPE Individual Requirements

## AFOSH STD. 91 - 31 (PPE) states:

2.13. Air Force Personnel. Will:

2.13.2. Comply with PPE requirements on- and off-duty.

2.13.3. Ensure provided PPE is used (when required), adjusted to proper fit, and maintained in sanitary and serviceable condition.

2.13.4. Notify their supervisors if they wear contact lenses (this information is vital to emergency medical personnel who may need to remove lens from the individual's eye).

2.13.5. Notify supervision about any known medical condition or illness, before exposure to hazardous tasks or operations

# Section IV: Safety & Health Record

**EMPLOYEE NAME:**

## EMPLOYEE SAFETY AND HEALTH RECORD

**NOTE:** *My signature on this form is an acknowledgement that I have received safety training and understand the training received.*

SIGNATURE OF EMPLOYEE: ***Snidley W. Lash***

IV RECORD OF SAFETY, FIRE PREVENTION, AND HEALTH BRIEFING AND JOB SAFETY TRAINING

| TYPE TRAINING | INITIAL | RECURRING | DATE | NAME / SIGNATURE OF SUPERVISOR / TRAINER | SIGNATURE OF EMPLOYEE |
|---|---|---|---|---|---|
| Initial Workplace Training | X | | 2 MAY 96 | *Pricilla P. Heart* | ***Snidley W. Lash*** |
| **Records Up-Date** | | **X** | **2 FEB 97** | *Pricilla P. Heart* | ***Snidley W. Lash*** |
| **Confined Space Entry** | | **X** | **3 MAY 98** | *Dudley D. Right* | ***Snidley W. Lash*** |
| **Home Station Training** | | **X** | **15 - 20 July 98** | *Dudley D. Right* | ***Snidley W. Lash*** |
| | | | | | |
| | | | | | |

# Section IV: Safety & Health Record

## Types of training requiring AF Form 55 Documentation

| | | |
|---|---|---|
| Cadmium Awareness | Radiological Hazards | Methylene Chloride |
| CPR / First Aid | Hazardous Noise | Hand and Portable Power Tools |
| Bloodborne Pathogens Awareness | Asbestos Awareness Training | Fire Extinguisher |
| Forklift Safety | Machine Guarding | Electrical Safety |
| RF Radiation | Hazard Communication (Industrial Specific) | |
| Supervisor Safety Training | Respiratory Protection | Industrial Asbestos Training |
| Confined Space Entry: Specific entry's are required for: Awareness, Entrant, Attendant, Supervisor and workplace specific operations performed within the Confined Space…I.e. Welding | | |
| Lead Awareness | Benzene Awareness | LockOut-TagOut |
| 40 CFR Training: Hazwoper, Emergency & Spill Response, Satellite Accumulation Point, Haz Waste Transportation, RCRA, etc. | | |

# Section IV: Safety & Health Record

***Supervisor and Employees need to sign every event in the record section IV.***

***Supervisors may have "Trainers" do Workplace Specific AF Form 55 training, but they still have the ultimate responsibility and liability***

# 7.4. Maintenance and Disposition of AF Form 55s.

- 7.4.1. The supervisor will maintain the AF Form 55 in the workplace and will update training when necessary. For enlisted personnel, this form may be filed with the AF Form 623, On-the-Job

  Training Record; for civilian personnel, file the form with the AF Form 971; and for all others, file

  the AF Form 55 where designated by the supervisor.

# 7.4. Maintenance and Disposition of AF Form 55s.

- 7.4.2. The AF Form 55 should be provided to individuals to hand carry to the next assignment

  when they transfer.

- Supervisor maintains and destroys the AF Form 55 one year after personnel are separated or retired.

# A Few Last Fun Form 55 Facts

- MXS has a requirement for several items to be included on the 55
- Environmental calls for a one time entry
- Everybody is required to have them in their Mobility Folder

- Any questions concerning the AF Form 55?